

AHS Building Committee, Communications Subcommittee

Met 1/3/18 at 8:30am

Present: Kathleen Bodie, Amy Speare (Chair), Kirsi Allison-Ampe, Tobey Jackson, Julie Dunn, Karen Tassone, Jim Burrows (Skanska), Victoria Clifford (Skanska), David Goode

### **Meeting Minutes Review**

Reviewed 12/19 meeting. Motion to approve by AS. 2<sup>nd</sup> by JR. Passed 4-0

### **January 4<sup>th</sup> Public Forum Planning**

Forum rescheduled for Wednesday, January 10<sup>th</sup>, 7-9pm

AS will take care of social media, press and website. KB will send out notice today. KT will handle town notification

Planning and organization – first impressions very important, so forum needs to be well organized and executed. We assume about 200 will attend

- Tech: David Goode will handle projector/screen and sound. ACMI will film. Wireless mics for discussion table sharing. Presentation slides to David this week.
- Two greeters at the door directing people to table (Karen T will be a greeter)
- Sign-in at table – name/email/sign-up option for bulletin (Karen)
- At table: information sheet, notepads, sign-up sheet, index cards for questions
- All attendees should sit at tables, extra chairs should be available, attendees can have the option of sitting in balcony
- Facilitators should arrive by 6:30 for orientation. Bring laptop or something to take notes on. Need to be at tables by 6:45

30 minutes of presentations

- 10 min - Jeff does intro (needs a script from Kirsi) – sets the stage for the evening, he will address the issue of pool and the consideration of other sites up front
- 10 min - Skanska presents
- 10 min HMFH presents

Table group discussions/sharing

- 45 minutes allotted. Facilitators will have handout of questions. Tables will be numbered. Groups will discuss one question at a time – 5 minutes for first two questions, 12 minutes for last two questions (no handout with questions), with 10 minutes at the end to decide the top three things to share with the entire group. There will be scribes (assigned by facilitator) keeping notes either on a pad or on laptop. Participants will be given notepads. Skanska will keep time
- Table sharing - 30 minutes sharing. Tables share one point at a time with an opportunity for other tables to agree or add.

Wrap-up (Q and A if time permits)

- Jeff will share information: questions will be addressed in materials we put out,
- Participants can write questions on index cards during 30-min presentation. Skanska (Victoria and Jim) will help sort questions to address in last 15 minutes

Committee provided feedback on Skanska's forum presentations powerpoint

**Old Business**

Website needs a webmaster – David G suggests Francis or Dennis and will speak to both of them today.  
Karen/David will work out how to pay for it.

Next meeting scheduled for January 16<sup>th</sup>, 8:30AM  
Meeting adjourned at 10:30am